

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION
Summary of Minutes
March 25, 2008

Voting Members Present:

Danny Sharp, Chief of Police, Oro Valley Police Department (Chairman Designee)
Marcus Aurelius, Emergency Management
Tracy Montgomery, Assistant Chief, Phoenix Police Department
Leesa Morrison, Director, Arizona Department of Homeland Security
Patrick Quinn, Deputy Chief, Tucson Fire Department
Kathleen Robinson, Assistant Chief, Tucson Police Department
Dan Wills, Battalion Chief, Sedona Fire District
Mike Worrell, Captain, Phoenix Fire Department

Voting Members Absent:

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)
Michael Brashier, Communications Manager, City of Casa Grande
Amy Brooks, Captain, Apache Junction Fire Department
Hal Collett, Sheriff, La Paz County/Arizona Sheriff's Association
Chris Cummiskey, Director, Government Information Technology Agency
Jan Hauk, Past President, Arizona Fire District Association Representative
Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order and Roll Call

The meeting was called to order at 1:03 p.m. by Chairman Designee Danny Sharp. Roll call was taken by Ms. Evelyn Jablonski as noted above and a quorum was declared present.

Approval of Minutes from February 26, 2008

Chairman Designee Sharp called for a motion to approve the February 26, 2008 minutes. Commissioner Patrick Quinn motioned to approve; Commissioner Dan Wills seconded. Motion passed unanimously.

Statewide Communications Interoperability Plan (SCIP) – Peer Review, National Telecommunications and Information Administration (NTIA) and U. S. Department of Homeland Security (DHS) Feedback

Mr. Curt Knight reported Arizona had not received official feedback regarding the Statewide Communications Interoperability Plan which was reviewed by NTIA and DHS in late December 2007. A subsequent review was assigned to and conducted by a nationwide peer review panel during the week of February 11. It was reported other states have been contacted to correct any

minor deficiencies in their SCIP but no contact has been made with Arizona to report any shortcomings in our plan.

Unofficial feedback from DHS and NTIA indicate Arizona's SCIP and Investment Justifications (IJ's) have passed their review. Official confirmation of that feedback is expected on or around March 31, 2008 as well as the availability of Arizona's \$17.7 million allocation through the Public Safety Interoperable Communications (PSIC) grant program.

Commissioner Leesa Morrison had no additional information to report on this subject. No questions or comments arose.

Conceptual Design - Updates

Mr. John Murray reported the Conceptual Design report is scheduled to be reviewed with PSCC staff and is hoped to be finalized by mid-April.

Mr. Murray reported the Request for Proposal (RFP) outline is completed and will be reviewed with PSCC staff this week with the initial RFP draft 80% completed. He advised work on the overall procurement strategy is in the development stages and indicated the project timeline is essentially the same with the exception of a slight delay in the governance schedule from a June 30 to July 15, 2008 completion date. All other schedules remain unchanged.

Commissioner Wills questioned if the approval of the RFP and final design was completed. Mr. Murray clarified the RFP is not 100 percent complete; however, it is progressing in the areas not critical to the approval of the conceptual design. No other questions arose.

Statewide Communications Interoperability Plan (SCIP) – Activities & Implementation Strategic Initiative #3, "Expand Communications Governance Model"

Mr. Knight reported there have been two formal meetings of the Governance Committee. Federal Engineering (FE) has been contracted to staff, research, and prepare a draft of their findings to be presented to the Governance Committee with SRA Touchstone acting as a subcontractor to FE. He recognized Governance Committee members Ms. Tracy Montgomery and Mr. Gary Bradbury for bringing their experience and knowledge to this Committee.

Per Mr. Murray, highlights of the March 12 Governance Committee included discussion on current membership, focusing on the Committee's ground rules, operating principles, roles and responsibilities, review of overall Statement of Work scope, and an initial questionnaire/survey reference issues and concerns of Committee members related to governance process and structure.

Mr. Murray pointed out the U.S. Department of Homeland Security's SAFECOM office does not have any formal guidance on governance but has published several studies to be reviewed and taken into consideration.

He advised the next steps between now and July 15 the Governance Committee would be conducting an aggressive meeting schedule with bi-weekly conference calls and monthly face-to-face meetings beginning with an April 15 meeting. Before the April 15 meeting, needs analysis

interviews would be conducted with each of the committee members and others identified by the Committee. Additional research will also be conducted at the state and local level as a gauge of what has or has not worked and how things can be done differently. Subsequent meetings will discuss, seek input, and make changes to the draft governance model leading up to the final strawman governance model, as well as a review of policy and process issues. July 15 will be the culmination of these meetings when the proposed governance model is presented to the Commission. A post July 15 meeting will address any necessary changes to be made to the governance model.

Strategic Initiative #10, “Develop a Statewide Comprehensive Communications Training and Exercise Plan”

Commissioner Wills addressed the development of the Communications Unit Leader (COML) and Incident Communications Technician (COMT) training courses, specifically referred to in Strategic Initiative #10, proposed for Arizona and discussed at the last SIEC meeting. He volunteered to continue the research through national level working groups he regularly participates in. Commissioner Wills and Mr. Kevin Rogers, Department of Public Safety Wireless Systems Bureau, have both participated in COML train the trainer courses.

COML training is geared for personnel involved in large incident management. The critical need for COML positions were further identified and brought forward in the Phoenix Tactical Interoperable Communications Plan (TICP). However, no program existed addressing the all risk, all hazard environment of emergency communications management. SAFECOM tasked by Department of Homeland Security contracted with SEARCH, a non-profit organization, to develop the COML curriculum. The curriculum review, approval, and the suggested credentialing are expected to be completed by U.S. Department of Homeland Security at the end of August. Likely candidates to receive this training are focused on personnel in a technical role, i.e., Technicians, Communications Supervisors, law enforcement, fire emergency management position, etc. Prerequisites to COML training include ICS 100, 200, 300, IS 700 and 800. The COML is a three-day course and includes 9 sections to be taught over the three-day period.

A task book system method is currently in the approval process and serves the purpose of requiring you to accomplish certain tasks toward fulfilling the requirements of becoming an experienced communications unit leader. Additional reference resources available are a Mobilization and a new Field Operations Guide.

An awareness level, 4-8 hour online class (Type 4 communications) was designed and recommended for operational personnel, and will be available from FEMA for online delivery in three or four months.

The COMT position has not been addressed yet but will need to be identified as to what that position needs to be. It was believed that the communications specialist position under Urban Search and Rescue (US&R) was the closest fit to a COMT position.

It was initially assumed that Department of Emergency and Military Affairs (DEMA) would be responsible for this COML/COMT training as reflected in the SCIP. That was incorrect and will need to be reflected in a future revision of the SCIP.

Commissioner Wills advised he could be contacted if there were any further questions related to the all risk, all hazard COML training program.

Communications Asset Survey Mapping (CASM) Tool

Mr. Knight briefed the Commission on the Communications Asset Survey Mapping (CASM) tool. CASM was referenced in the Statewide Communications Interoperability Plan (SCIP) as part of the capabilities assessment. "CASM provides an online inventory and a visual display of communications assets in a given region," Mr. Knight explained. This secure database identifies existing interoperability highlights (i.e., land mobile radio systems and other interoperability methods), gaps between agencies, and how these are utilized by public safety agencies within an urban area or a state.

Mr. Knight advised with the assistance of Mr. Jesse Cooper the Phoenix Police Department is sponsoring an onsite training course scheduled for April 10 with an invitee list created by agency to ensure the two Urban Area Security Initiative (UASI) areas are covered by the agencies within or operating in those UASI areas. If there is interest from your agency or discipline to support this statewide effort contact Mr. Cooper or Mr. Knight for availability in attending this initial class on April 10.

Demonstration Project - Updates

Mr. Knight reported Intergovernmental Agreements (IGAs) are fully executed between the Arizona Department of Public Safety, City of Phoenix (PRWN) and the Yuma Regional Communications System (YRCS). In addition, funds have also been transferred to Phoenix and Yuma to expand their systems taking advantage of the Arizona Department of Public Safety infrastructure (White Tank and Oatman Mountain sites). Major equipment installation is on schedule for mid-May and expected to be fully operational in early August 2008.

Mr. Knight advised we were approached by the National Institute of Standards and Technology (NIST) who is developing an evaluation and test framework for implementation of Project 25 (P25) protocols. They have expressed an interest in the implementation of the P25 Inter Sub System Interface (ISSI) component relative to the Demonstration Project.

Legislative Issues

Mr. Knight reported there was nothing new to report on House Bill 2748, the transfer of the Public Safety Communications Commission (PSCC) to the Government Information Technology Agency (GITA). The Bill was transferred to the House Natural Resources and Public Safety Committee and appears to be stalled. It is unknown if it might reappear in another form or not.

Several commissioners expressed an interest in finding out more on this Bill. Chairman Designee Sharp advised it could be agendaized for the next meeting and it was also recommended by our Assistant Attorney General Anni Foster that further discussion of this topic should be done under Item 10, Recommendations for Future Meetings.

Date, Time and Location of Next Meeting

Chairman Designee Sharp reported our next meeting would be Tuesday, April 22 at 1:00 pm at the City of Peoria (Council Chambers Building).

Call to the Public

No comments or questions arose.

Recommendations for Future Meetings

Further discussion on HB 2748 was recommended by commissioners on the purpose and intent of this Bill, specifically history and background for the transfer, advantages and disadvantages, who is directing this, and further dialogue from the Commission as a whole on their thoughts and direction for the transfer. Several commissioners expressed a lack of understanding and prior knowledge on the reason for the transfer.

Commissioner Aurelius questioned if the Conceptual Design report would be available at the April 22 PSCC meeting. Chairman Designee Sharp indicated it would be.

Adjournment

Chairman Designee Sharp called for a motion to adjourn. Commissioner Quinn moved to adjourn with a second motion made by Commissioner Kathleen Robinson. Motion carried unanimously. Meeting adjourned at 2:01 pm.